

# *Supervised Business Experience*



## *What is SBE?*

Supervised Business Experience is an occupational program that offers a combination of classroom instruction and supervised on-the-job training.

## *SBE Program Objectives for Students*

- Complete sufficient training and experience to secure full-time employment in a business occupation upon graduation from high school or to continue education toward career objective
- Develop good attendance and punctuality habits necessary for successful employment
- Develop the ability to deal effectively with other workers and to accept supervision
- Develop personal traits and attitudes necessary for success in a career in business

## *Student Requirements*

- Reached age 16 and a junior or senior in high school/career center
- Currently enrolled in related classroom instruction (Business Technology, Accounting, Network Administration)
- Completed at least one business course
- Has satisfactory school attendance and disciplinary records
- Achieved minimum 2.0 grade average (out of 4.0)
- Have consent of parent/guardian
- (School may have additional specific requirements)

### *Teacher/Coordinator Qualifications*

- Meet at least temporary vocational business certification requirements. (see website below for specific requirements)
- Complete a course in coordination of cooperative education. The course is offered at several universities (see listing at website below) for "Approved Courses for Career Education Certification."
- For more specific information go to <http://dese.mo.gov/divcareered/certifications.htm>

### *District Requirements for Vocational Reimbursement*

- Program must have at least 10 enrolled
- There must be a sufficient number of worksites to maintain the SBE program
- Teacher/coordinator must provide both classroom instruction and coordination of students on the job
- Provide one hour of release time for instructor for each 12-15 students in the program for coordination of on-the-job training

### *How Can You Get Approval for SBE?*

- Must have an approved vocational business program (usually Business Technology, Accounting II, Network Administration)--SBE is available as a component of the regular vocational business classroom offering
- Send a letter requesting approval for SBE to Carey Smith, Director of Business Education, DESE, PO Box 480, Jefferson City, MO 65102-0480
- Request must be submitted by MAY 1 for approval for the following school year

### *Resources for SBE*

Policies available at:

[http://dese.mo.gov/divcareered/biz\\_supervised\\_business\\_experience.htm](http://dese.mo.gov/divcareered/biz_supervised_business_experience.htm)

- DESE Off Campus Credit Granting Policies
- Policies for Credit and Supervised Employment for Approved High School Cooperative Education Programs

### *Additional Information about SBE*

- For complete information, refer to the SBE Handbook at [http://dese.mo.gov/divcareered/business\\_ed\\_index.htm](http://dese.mo.gov/divcareered/business_ed_index.htm)
- If you have specific questions about the Supervised Business Experience program, contact Arlene Broeker, Supervisor of Business Education, DESE, at [arlene.broeker@dese.mo.gov](mailto:arlene.broeker@dese.mo.gov) or 573-751-8679